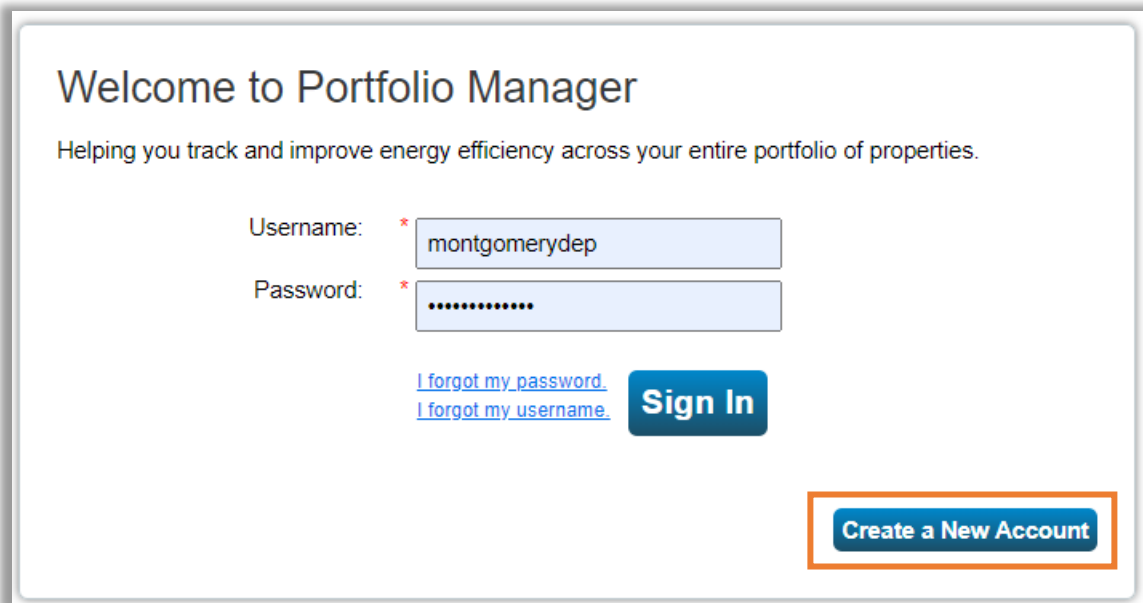


How to Report Energy Benchmarking Data to DEP

Thank you for complying with the Montgomery County Energy Benchmarking Law. The below outlines the basic steps to enter and report required energy data to the Department of Environmental Protection (DEP) each year. DEP is available for technical support, questions, and troubleshooting. If you run into any problems or need hands-on assistance please contact us at energy@montgomerycountymd.gov or 240-777-7707.

1. Create a Portfolio Manager Account

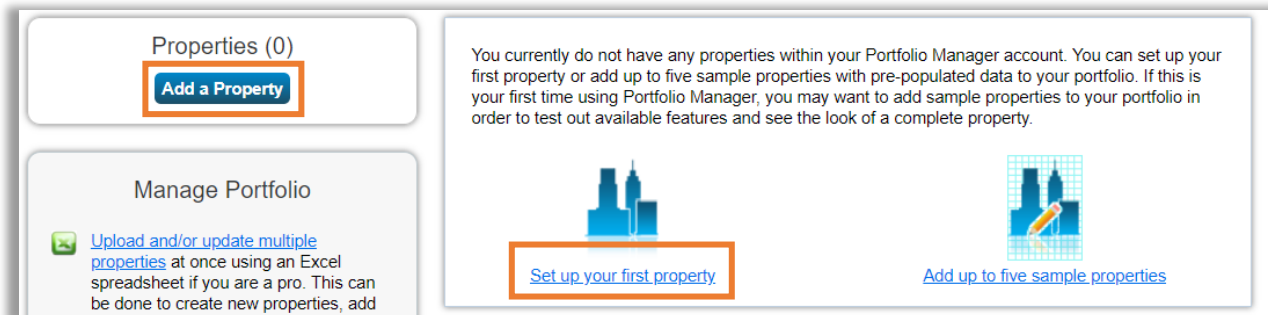
Visit <https://portfoliomanager.energystar.gov/pm/home> and create a new account. Be sure to record your username and password. You will need to log in to add data to each of your properties every year.



The screenshot shows the 'Welcome to Portfolio Manager' login page. It includes a header with the title and a subtitle 'Helping you track and improve energy efficiency across your entire portfolio of properties.' Below this are input fields for 'Username:' and 'Password:', both marked with a red asterisk. The username field contains 'montgomerydep' and the password field contains a series of dots. To the right of the password field is a blue 'Sign In' button. Below the password field are two links: '[I forgot my password.](#)' and '[I forgot my username.](#)'. At the bottom right, there is a blue button labeled 'Create a New Account' which is highlighted with an orange rectangular border.

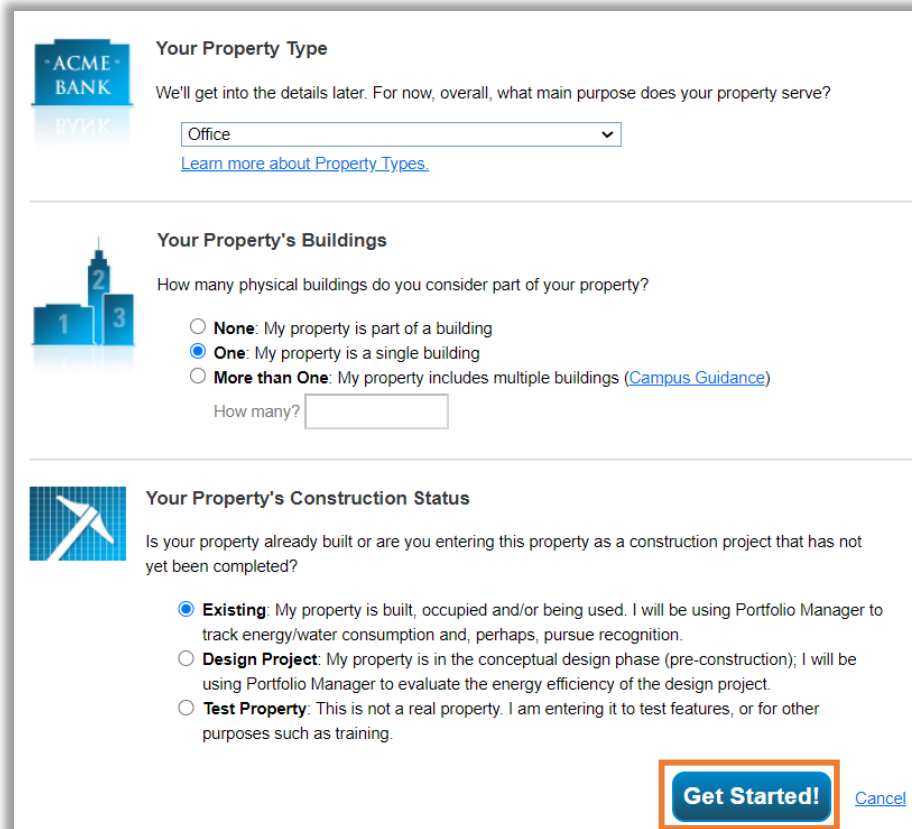
2. Add a Property

Set up the first property you want to benchmark. Click “Add a Property” or “Set up your first property” from the home screen.



The screenshot shows the Portfolio Manager home screen. On the left, there is a sidebar with two sections. The top section is titled 'Properties (0)' and contains a blue button labeled 'Add a Property' which is highlighted with an orange rectangular border. The bottom section is titled 'Manage Portfolio' and contains a link '[Upload and/or update multiple properties](#)' with a small icon of a spreadsheet. On the right, there is a large white box with a blue border. It contains a paragraph of text: 'You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.' Below this text are two icons. The first icon is a blue building silhouette with a blue border around it, and below it is a link '[Set up your first property.](#)'. The second icon is a blue building silhouette with a yellow pencil, and below it is a link '[Add up to five sample properties](#)'.

Select your property type. If you're not sure what your property type is, Portfolio Manager can help you [Identify your property type](#). Enter number of buildings. Select "existing" for property construction status. Click "Get Started!"



The screenshot shows a form titled "Your Property Type" with the ACME BANK logo. It includes a dropdown menu for property type (set to "Office"), a link to "Learn more about Property Types", and a section for "Your Property's Buildings" with radio buttons for "None", "One" (selected), and "More than One" (with a link to "Campus Guidance"). Below this is a text input for "How many?". The "Your Property's Construction Status" section has radio buttons for "Existing" (selected), "Design Project", and "Test Property". At the bottom right are "Get Started!" and "Cancel" buttons.

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Office

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

☐ **None:** My property is part of a building

☒ **One:** My property is a single building

☐ **More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

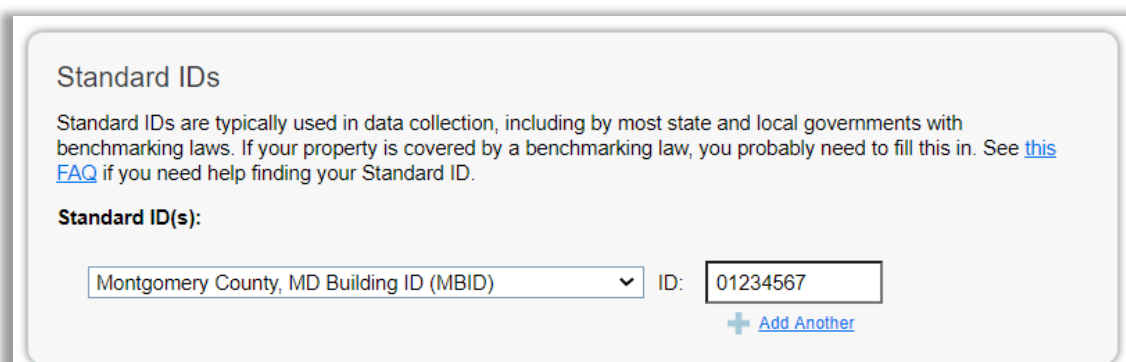
☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Enter your property name, address, and gross floor area. An estimate of your building's gross floor area is available on the [Covered Buildings Inventory](#), but this number should be confirmed with building records. Inputting an accurate gross floor area is critical to benchmarking properly, as the gross floor area is used in calculating all key energy performance metrics.

Pick "Montgomery County, MD Building ID (MBID)" from the drop down and enter your MBID number. **It must be entered exactly as it appears on the [Covered Buildings Inventory](#) (including the leading zero where applicable, e.g. 01234567 NOT 1234567).** Your MBID can be found on the Covered Buildings Inventory.



The screenshot shows a section titled "Standard IDs" with explanatory text and a form. The form includes a dropdown menu for "Standard ID(s)" (set to "Montgomery County, MD Building ID (MBID)") and a text input for "ID" (set to "01234567"). There is also a link to "Add Another".

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

Montgomery County, MD Building ID (MBID) ID: 01234567

[+ Add Another](#)

If you have a building spanning multiple tax parcels, [contact us](#) for guidance on which MBID to use in your submission.

If you are separately reporting multiple buildings on one parcel, please refer to the Covered Buildings Inventory for each building's ID or [contact us](#) for guidance on which MBID to use in your submission.

If you are unsure about MBID # contact DEP at energy@montgomerycountymd.gov.

Based on the property type you selected, you will be prompted to enter different operating characteristics about the property. Here are the inputs for an office. If you are unable to obtain these details, you may select "Use a default." Checking that will disable some valuable features of Portfolio Manager such as ability to generate an ENERGY STAR score or calculate weather-normalized metrics.

Once you have entered use details as accurately as possible, click "Add Property."

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="100,000"/> Sq. Ft. ▾	<input type="text" value="1/1/2002"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2002"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2002"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2002"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2002"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> ▾ <input type="checkbox"/> Use a default	<input type="text" value="1/1/2002"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

3. Add Meters to Your Property

The property has now been set up. You will see it in your property list whenever you log into Portfolio Manager. Navigate to the **Energy tab** and click “Add a meter.”

The screenshot shows the 'Energy' tab selected in the Portfolio Manager interface for the 'Benchmarking Test Office'. The address is 111 Rockville Rd, Rockville, PA 20850, and the Portfolio Manager Property ID is 12347059. The building was built in 2002. A 'Change Metric' link is in the top right. A 'Weather Normalized Source EUI (kBtu/ft²)' box shows 'Current: N/A' and 'Baseline: N/A'. The 'Energy' tab is highlighted with an orange box. Below the tabs, the 'Meter Summary' section shows '0 Energy Meters Total' and an 'Add A Meter' link. The 'Meters - Used to Compute Metrics (0)' section has an 'Add A Meter' button highlighted with an orange box. A large informational box explains that no energy meters are currently entered and provides instructions on how to add them, including a link to 'Enter Your Bills' and a 'Four Ways to Enter Bill Data' section.

You will need to know what kind of energy sources power your building. Most all buildings have electricity, and many have natural gas servicing the property. Select the type and number of meters at the property.

The screenshot shows the 'Get Started Setting Up Meters for Benchmarking Test Office' form. It provides instructions on four ways to enter meter data: manual entry, uploading a spreadsheet, using an upload tool, or hiring an organization. The 'Sources of Your Property's Energy' section asks 'What kind of energy do you want to track? Please select all that apply.' It includes checkboxes for 'Electric' and 'Natural Gas', both of which are checked. Under 'Electric', there is a checkbox for 'purchased from the grid' (checked) and a text input for 'How Many Meters?' with the value '1'. There are also checkboxes for 'generated onsite with my own solar panels' and 'generated onsite with my own wind turbines', both of which are unchecked. Under 'Natural Gas', there is a text input for 'How Many Meters?' with the value '1'. The 'Tracking Energy' section on the right explains how to track energy by creating a meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel.

Click into the table to set the units for each meter. These should match the units you are billed in on your utility bills. kWh is most common for electricity. Washington Gas provides CCF and Therm readings on gas bills. You may select either unity, but your selection must be consistent with the unit values you enter.

Set “Date Meter became Active” to at least the beginning of your benchmarking period. You will not be able to enter bills prior to the date you list here for when the meter became active. Click “Create Meters.”

About Your Meters for Benchmarking Test Office

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

2 Energy Meters for Benchmarking Test Office (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Met ID 1 Name
<input type="checkbox"/>	Natural Gas	Natural Gas		therms	1/1/2018	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid		kWh (thousand Watt-hours)	1/1/2018	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Create Meters

[Cancel](#)

If you are ready with all of your bills, you may enter utility data as you set up your meters. We suggest continuing with setting up your meters and enter your energy bills later. You can select this option by clicking on the hyperlink at the top of the page:

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Indicate whether these meters you entered account for the total energy consumption for your property. The benchmarking law requires you to report total energy consumption. If you have not included all the meters at your property, go back to the “Energy” tab and follow the same process to “Add a Meter.”

MyPortfolio

Sharing

Reporting

Recognition

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [Benchmarking Test Office](#) so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the **total** energy consumption for [Benchmarking Test Office](#) (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Natural Gas 85891534	Natural Gas
<input checked="" type="checkbox"/>	Electric Grid Meter 85891535	Electric - Grid

Total of 2 meter(s). Tell us what this represents:

☒ These meter(s) account for the total energy consumption for [Benchmarking Test Office](#) (a single building).

☐ These meter(s) do not account for the total energy consumption for [Benchmarking Test Office](#) (a single building).

Apply Selections

[Cancel](#)

Your meters will now be visible in the Energy tab.

4. Input Energy Data

From the Energy tab, you will see a list of all the meters you created at your property. Select one of the meters to continue.

The screenshot shows the 'Energy' tab selected in a navigation bar. On the left, a 'Meter Summary' box indicates '2 Energy Meters Total' and '2 - Used to Compute Metrics'. Below this is a 'Current Energy Date' section showing 'Not Available' and an 'Enter Your Bills' button. A 'Four Ways to Enter Bill Data' section lists manual entry, spreadsheet upload, and other options. On the right, a message about utility data integration is shown with 'Remind me Later' and 'Don't show me this again' buttons. Below this is a 'Meters - Used to Compute Metrics (2)' section with an 'Add A Meter' button and links for 'Change Meter Selections' and 'View as a Diagram'. A table lists the meters:

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 85891535	Electric - Grid		Yes
Natural Gas 85891534	Natural Gas		Yes

At the bottom right, there is a 'Download Annual Totals by Meter' link.

Start adding bills into the table. You must enter the Start Date, End Date, and Usage. Cost is optional. Be sure that the first bill captures at least Jan 1 of the reporting year. Also be sure that as you add bills there are NO gaps or overlaps in your dates. This will cause an error.

Click "Add Another Entry" to keep adding bills until you have bills covering at least Jan 1 through Dec 31 of the reporting year. Be sure that the last bill captures through at least Dec 31 of the reporting year.

Click "Save Bills" when you are done entering data.

The screenshot shows the 'Monthly Entries' form. At the top, there is a 'Display Year(s):' dropdown set to 'Show All Years'. Below this is a table for entering bill data:

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Update
<input type="checkbox"/>	12/18/2018	1/21/2019	48,572	4,000	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	1/21/2019	2/24/2019			<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	2/24/2019	3/21/2019			<input type="checkbox"/>	<input type="checkbox"/>			

Below the table, there are links: 'Delete Selected Entries', 'Add Another Entry' (highlighted with an orange box), 'Learn how to copy/paste', and 'Delete All Entries'. At the bottom right, there is a large 'Save Bills' button (highlighted with an orange box) and a 'Cancel' link.

Repeat this process for all utilities and all meters at the property.

Note: Portfolio Manager provide Excel upload templates. Directions for bulk-upload can be found [here](#).

Utilities can provide aggregated data for properties with many tenants, and in many cases can automate that data to be synced with Portfolio Manager each month. For more information on this process, see [Utility Specific Information under Step 1](#).

5. Verify Data, If Needed

Data verification is due the first year of reporting and every 3 years thereafter. If this is your first time reporting, you must have data verified. If you have reported previously, check the Property Notes field on the Details tab of the property to review previous verification details.

If you don't know if you are due for data verification, contact energy@montgomerycountymd.gov.

If due, a verifier who holds one of the accepted verification credentials listed in the [Verification Guide](#) must review the data inputs. The verifier can be an in-house employee or a third-party company. The most common credentials include Professional Engineer (PE), Certified Energy Manager (CEM), Licensed or Registered Architect, LEED AP O+M, and others.

The verifier will review the Data Verification Checklist found at the top right of the Reporting tab.



Select the ENERGY STAR Data Verification Checklist (energy data only), pick the property being verified, pick the time frame that lines up with the benchmarking year, and contacts. Then click "Generate & Download Report(s)."

Generate and Download Reports

Portfolio Manager offers several standard reports for properties that can be useful in communicating your property's progress with others. These reports offer detailed information about your property for a single time period and are presented in a PDF format. [You can view sample reports here.](#)

1 Select Report(s) to Download

- ☐ Statement of Energy Performance (SEP)
- ☒ ENERGY STAR Data Verification Checklist (energy data only)
- ☐ ENERGY STAR Scorecard
- ☐ Progress and Goals Report
- ☐ Statement of Energy Design Intent (SEDI)
- ☐ Water Scorecard (Multifamily only)

2 Select Property for Report(s)

Property: Benchmarking Test Office

3 Select Timeframe for Report(s)

Timeframe: Single Year Ending Dec 31 2019

4 Select Contacts for Report(s)

Select Property Contacts:

Primary Contact: Select Contact [Add Contact](#)
Property Owner: Select Organization [Add Organization](#)
Verifying Professional: Select Contact [Add Contact](#)

Generate & Download Report(s)

[Cancel](#)

Prefer to design your own report?

If none of these reports look like what you need, consider creating a [spreadsheet template](#) to pull the data you want and design your own report outside of Portfolio Manager.

Are you applying for recognition?

Although these reports look similar, if you are applying for either [ENERGY STAR certification](#) or [Designed to Earn](#) recognition, you must generate the required documentation by way of the application process.

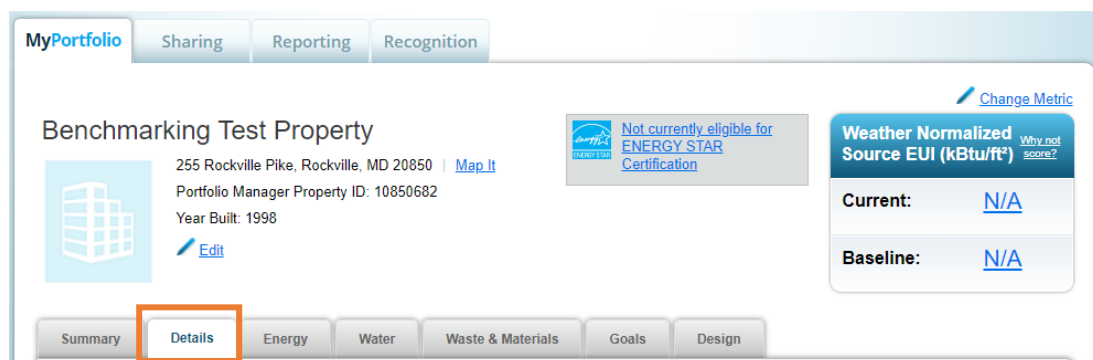
Metrics on your Reports

In order to calculate metrics for your property for a given time period, there must be 12 months of complete meter data and property use detail information. If metrics (including the score) cannot be calculated for any reason, they will appear as "N/A" in your report.

The verifier will review the **Basic Property Information**, **Property Use Details**, and **Energy Consumption**. They do NOT need to review the Indoor Environmental Quality section NOR complete a site visit.

Retain a signed copy of the report for your records.

Once the verifier has signed off on the data, enter the verifier's information into the Verification fields at the bottom of the Details tab.



The screenshot shows the 'MyPortfolio' interface with tabs for 'Sharing', 'Reporting', and 'Recognition'. The 'Details' tab is selected and highlighted with an orange box. The property name is 'Benchmarking Test Property'. Below the name, the address is '255 Rockville Pike, Rockville, MD 20850' with a 'Map It' link. The 'Portfolio Manager Property ID' is '10850682' and the 'Year Built' is '1998'. There is an 'Edit' link next to the year built. A status box indicates 'Not currently eligible for ENERGY STAR Certification'. On the right, a 'Weather Normalized Source EUI (kBtu/ft²)' section shows 'Current' and 'Baseline' values as 'N/A'. At the bottom, a navigation bar includes 'Summary', 'Details' (highlighted with an orange box), 'Energy', 'Water', 'Waste & Materials', 'Goals', and 'Design'.

Verification

If you must comply with a state or local benchmarking law or other third-party program, you may also be required to verify your information. See your [local or state law for details](#).

Add Verification Information

Period Ending Date for Year * Dec 31 2020

Verified:

Date of Verification: * 03/23/2021

Verified By: Select from Existing Contacts

Or, enter information directly in the fields below.

Name: *

Title: *

Organization: *

Phone: *

Email: *

Postal Code: *

Professional Designations: *

- ☐ Professional Engineer (PE/P.Eng)
- ☐ Registered Architect
- ☐ CEM
- ☐ ASHRAE Building Energy Assessment Professional
- ☐ Other
- ☐ No Professional Designations

Save

[Cancel](#)

6. Run the Data Quality Checker

Before submitting, we recommend running the Data Quality Checker.

From the Summary tab, select “Check for Possible Errors.”

Summary Details Energy Water Waste & Materials Goals Design

[Refresh](#) to see **Source EUI Trend**
[Change Metric](#)

[Change Metrics](#)
[Change Time Periods](#)

Metric	Dec 2019 (Energy Baseline)	Dec 2019 (Energy Current)	Change
ENERGY STAR Score (1-100)	100	100	0.00 (0.00%)
Source EUI (kBtu/ft²)	29.8	29.8	0.00 (0.00%)
Site EUI (kBtu/ft²)	16.0	16.0	0.00 (0.00%)
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	1.2	1.2	0.00 (0.00%)
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

Select the reporting year and click “Run Checker.”

Data Quality Checker for Benchmarking Test Property

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click “run checker” to see possible data issues.

Year Ending: * [Run Checker](#)

About Timeframes

The Data Quality Checker needs one full calendar year of **Property Use Details** and **meter** information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

If you see any energy-related warnings, correct them before you move on.

You may ignore any water and waste or material alerts. Common issues include:

- A gap in billing periods. Ensure that there are no gaps between any of the billing dates in your energy bill entries.
- Less than 12 months of data. Ensure that you have entered bills spanning all of the benchmarking calendar year from Jan 1 – Dec 31.

- Estimated energy data. Ensure that you have entered actual consumption data for all bill entries.

! One or more fuel types does not have enough meter data to calculate Weather Normalized EUI.

! Do not have at least one meter active for each of the 12 months in the year selected.

Problem: There is no [active meter](#) for the time period of 12/01/2018 - 11/30/2019, based on the meter active dates you have provided.

What to do: Review the active dates below and click on the name to make corrections if necessary.

- Electric Grid Meter (active on 01/01/2019)
- Natural Gas (active on 01/01/2019)

! Property has no water meters.

! Property has no waste or material meters.

[Cancel](#)

7. Submit Data to DEP

When you are ready, you must visit the reporting link which is always posted on DEP's energy benchmarking page at: <https://www.montgomerycountymd.gov/green/energy/benchmarking.html>.

Click the link for the year you are reporting. The current year will be highlighted:

Reporting Link for Calendar Year 2019 Data

Please use the yellow-highlighted link below to submit your calendar year 2019 building energy benchmarking report to DEP. The submission deadline for all covered buildings (50,000 sq. ft. and greater) is **Monday, June 1, 2020**.

Reminder about Data Verification Requirements

If you first reported your building's data verification information with CY 2016 data by the 6/1/2017 deadline, you will need to complete and report updated data verification information for CY 2019 data by 6/1/2020. This would include most Group 2 buildings between 50,000 and 250,000 square feet. Visit the [data verification](#) section of our site for more information.

****Calendar Year 2019 Reporting Link for All Covered Buildings 50,000 Square Feet and Greater****

This link will take you to the ENERGY STAR Portfolio Manager account log-in screen—after logging in, you'll see step-by-step instructions on the Data Request page.


The link will take you to Portfolio Manager. You may need to log in.

At the bottom of the reporting link page, select the properties you wish to submit. Click “Generate Response Preview.”


Your Response

Select Information to Include:

Timeframe: * Single Year Dec 31 2019


 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * One Property Benchmarking Test Property

 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Generate Response Preview](#) [Cancel](#)

You will be returned to the Reporting tab and will see a new entry in your report list. You must select “**Send Response**” from the Action menu:

◆	Name	◆	Status	▲	Action
	Montgomery County CY 2019 Energy Data for All Covered Buildings (50,000 SF and Greater) (Request from Montgomery County Department of Environmental Protection)		Response Preview Generated: 7/07/2020 3:00 PM		<div>I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response View Errors</div>

Select who should receive a confirmation from your contacts, or enter their emails. Check the box to certify that you are releasing your data to DEP and click “E-Sign Response.” You will then see a green check box indicating you have signed the document. Click “Send Data.”

By clicking Send Data, you will release data to Montgomery County Department of Environmental Protection (Montgomery County Department of Environmental Protection). You will receive a confirmation email with a receipt and a copy of the data attached.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

Adam Cox (cox1623)

Carrie Accardi (Carrie Accardi)

Chip Welsh (welshe@gc.adventist)

Chris Weatherly (ChrisWeatherly)

Chris Weatherly (ece_montgomer)

Christ Congregational Church Gre

Crissie Manfre (Montgomery Colle

Energy Manager (MedStarEnergy)

Gary Cranford (gary@leedg.com)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

☒ Excel

☐ XML

3 E-Sign your Data Response, then "Send Data"

☒ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Montgomery County Department of Environmental Protection with Montgomery County Department of Environmental Protection.

Your username:

Your password:

☒ Signed

[Cancel](#)

About Releasing Your Data

Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

About Signing Your Response

Please provide login credentials (username and password) to electronically sign your response.

That’s it! If you want to double check that we have received your report you may email energy@montgomerycountymd.gov. Annual energy benchmarking reports are due by June 1st each year.